


Department of the Army
First Region (ROTC)
United States Army Cadet Command
Fort Bragg NC 28310-5000

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Information Management

OFFICE SYMBOLS

FOR THE COMMANDER:



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PROPOSER: The proposer of this publication is Administrative Services Branch, Personnel and Administration Division, Headquarters, First Region (ROTC), US Army Cadet Command. Comments should be sent directly to Headquarters, First Region (ROTC), US Army Cadet Command, ATTN: ATOA-PAA, Fort Bragg, North Carolina 28310-5000.

SUPERSESSOR: This MOI supersedes FRMOI 340-9, 16 Oct 00.

APPENDIX A: Office Symbols - Region Headquarters (page 4)
B: Office Symbols - Brigades, Battalions (page 6)

DISTRIBUTION: A; D; J; S
Distribution codes used are explained in FRMOI 25-1.

This document is available on the First Region (ROTC) Web site at:
www.rotc1.bragg.army.mil

1. Purpose. This MOI prescribes the policy for the construction and use of office symbols for organizational elements of First Region (ROTC). The current listing of approved office symbols is at Appendix A and Appendix B.

2. References.

- a. AR 25-50
- b. AR 340-5
- c. AR 340-9

d. TRADOC PAM 25-51

3. Responsibilities.

a. Headquarters, First Region (ROTC), Personnel and Administration, Administrative Services Branch, is responsible for the assignment of office symbols for organizational elements of this region.

b. Organizational elements are responsible for the proper use of office symbols. Organizational elements desiring the assignment or modification of office symbols will coordinate their requirements with First Region (ROTC) Administrative Services Branch.

4. General.

a. Office symbols are used on correspondence and material to identify the originator and as an aid in routing material.

b. Office symbols are assigned to staff offices, brigade headquarters and senior programs. Office symbols are NOT assigned to partnership schools or to JROTC units.

c. Office symbols are the basis for assignment of OFFICIAL e-mail addresses within this command.

d. Office symbols will not be used or modified until approved by First Region (ROTC) Administrative Services Branch.

e. Office symbols will be placed on memorandums in accordance with AR 25-50. The office symbol will also be placed in the appropriate block on blank forms.

f. Office symbols will be used to identify the desired recipient of material dispatched by FAX or other electronic means.

g. Senior programs will ensure that the CCIMS Directory Module is updated to reflect their current office symbol.

5. Construction of office symbols. Office symbols will be constructed in accordance with the guidance contained in referenced documents.

a. The first four letters are assigned by TRADOC and are "ATOA".

(1) A = The first "A" represents Army

(2) T = TRADOC

(3) O = Cadet Command

(4) A = The second "A" represents First Region.

b. The fifth through seventh letters represent the brigade and state for senior programs, or the division, staff office for Headquarters, First Region (ROTC).

(1) A = First Brigade, B = Second Brigade, etc.

(2) The next two letters represent the state location for senior program.

c. The eighth and ninth letters represent the battalion or the section/function for Headquarters, First Region (ROTC).

OFFICE SYMBOLS - REGION HEADQUARTERS

<u>ORGANIZATION</u>	<u>OFFICE SYMBOL</u>
Commander	ATOA-CDR
Chief of Staff	ATOA-CS
Command Sergeant Major	ATOA-CSM
Chief Nurse	ATOA-AN
Assistant Chief of Staff - ARNG/USAR	ATOA-RC
Headquarters and Headquarters Company	ATOA-HHC
Information Management Division	ATOA-IM
Inspector General	ATOA-IG
JROTC Division	ATOA-HS
Marketing Operations Public Affairs Division	ATOA-MOP
Marketing Public Affairs Branch	ATOA-MOP-M
Operations Evaluations Branch	ATOA-MOP-O
Personnel and Administration Division	ATOA-PA
Administrative Services Branch	ATOA-PAA
Civilian Personnel Coordinator	ATOA-PAA-C
Military Evaluation Section	ATOA-PAA-E
Military Awards Section	ATOA-PAA-M
Military Personnel Branch	ATOA-PAM
Enlisted Management	ATOA-PAM-EN
Military Finance	ATOA-PAM-FI
Military Leave	ATOA-PAM-LV

<u>ORGANIZATION</u>	<u>OFFICE SYMBOL</u>
Officer Management	ATOA-PAM-OF
Reenlistment NCO	ATOA-PAM-RE
SIDPERS Section	ATOA-PAM-SI
Resource Management Division	ATOA-RM
Training and Advanced Camp Division	ATOA-TC
Advanced Camp Branch	ATOA-TCC
Logistics Branch	ATOA-TCL
Training Branch	ATOA-TCT

OFFICE SYMBOLS - BRIGADES, BATTALIONS, RECRUITING OFFICES

<u>ORGANIZATION</u>	<u>OFFICE SYMBOL</u>
5 Appalachian State University	ATOA-ENC-AS
6 Augusta State University	ATOA-FGA-AC
1 Boston University	ATOA-AMA-BU
4 Bowie State University	ATOA-DMD-BS
2 Bucknell University	ATOA-BPA-BU
5 Campbell University	ATOA-ENC-CU
1 Canisius College	ATOA-ANY-CC
1 Clarkson University	ATOA-ANY-CU
5 Clemson University	ATOA-ESC-CU
4 College of William and Mary	ATOA-DVA-WM
6 Columbus State University	ATOA-FGA-CS
1 Cornell University	ATOA-ANY-CL
2 Dickinson College	ATOA-BPA-DC
2 Drexel University	ATOA-BPA-DX
5 Duke University	ATOA-ENC-DU
5 East Carolina University	ATOA-ENC-EC
2 Edinboro University of Pennsylvania	ATOA-BPA-EU
5 Elizabeth City State University	ATOA-ENC-ES
6 Embry-Riddle Aeronautical University	ATOA-FFL-ER
5 Fifth Brigade Headquarters	ATOA-E
1 First Brigade Headquarters	ATOA-A
6 Florida A&M University	ATOA-FFL-AM

<u>ORGANIZATION</u>	<u>OFFICE SYMBOL</u>
6 Florida Institute of Technology	ATOA-FFL-FI
6 Florida International University	ATOA-FFL-IU
6 Florida Southern College	ATOA-FFL-FS
6 Florida State University	ATOA-FFL-ST
2 Fordham University	ATOA-BNY-FU
6 Fort Valley State University	ATOA-FGA-FV
4 Fourth Brigade Headquarters	ATOA-D
5 Furman University	ATOA-ESC-FU
2 Gannon University	ATOA-BPA-GU
4 George Mason University	ATOA-DVA-GM
4 Georgetown University	ATOA-DDC-GU
6 Georgia Institute of Technology	ATOA-FGA-GI
6 Georgia Military College	ATOA-FGA-GM
6 Georgia Southern University	ATOA-FGA-SO
6 Georgia State University	ATOA-FGA-GS
4 Hampton University	ATOA-DVA-HU
2 Hofstra University	ATOA-BNY-HU
4 Howard University	ATOA-DDC-HU
2 Indiana University of Pennsylvania	ATOA-BPA-IP
4 James Madison University	ATOA-DVA-JM
2 Lehigh University	ATOA-BPA-LU
2 Lock Haven University of Pennsylvania	ATOA-BPA-LH
4 Loyola College	ATOA-DMD-LC

<u>ORGANIZATION</u>	<u>OFFICE SYMBOL</u>
4 Marshall University	ATOA-DWV-MU
1 Massachusetts Institute of Technology	ATOA-AMA-MI
4 Morgan State University	ATOA-DMD-MS
1 Niagara University	ATOA-ANY-NU
4 Norfolk State University	ATOA-DVA-NS
5 North Carolina A&T State University	ATOA-ENC-AT
5 North Carolina State University	ATOA-ENC-NS
6 North Georgia College and State University	ATOA-FGA-NG
1 Northeastern University	ATOA-AMA-NE
1 Norwich University	ATOA-AVT-NU
4 Old Dominion University	ATOA-DVA-OD
2 Pennsylvania State University	ATOA-BPA-PS
5 Presbyterian College	ATOA-ESC-PC
2 Princeton University	ATOA-BNJ-PU
1 Providence College	ATOA-ARI-PC
5 Recruiting Office - Fifth Brigade	ATOA-E-RO
1 Recruiting Office - First Brigade	ATOA-A-RO
4 Recruiting Office - Fourth Brigade	ATOA-D-RO
2 Recruiting Office - Second Brigade	ATOA-B-RO
6 Recruiting Office - Sixth Brigade	ATOA-F-RO
1 Rochester Institute of Technology	ATOA-ANY-RI
2 Rutgers University	ATOA-BNJ-RU
2 Second Brigade Headquarters	ATOA-B

<u>ORGANIZATION</u>	<u>OFFICE SYMBOL</u>
5 Saint Augustine's College	ATOA-ENC-SA
1 Saint Bonaventure University	ATOA-ANY-SB
2 Saint John's University	ATOA-BNY-SJ
2 Seton Hall University	ATOA-BNJ-SH
2 Shippensburg University	ATOA-BPA-SU
1 Siena College	ATOA-ANY-SC
6 Sixth Brigade Headquarters	ATOA-F
2 Slippery Rock University	ATOA-BPA-SR
5 South Carolina State University	ATOA-ESC-ST
1 SUNY - Brockport	ATOA-ANY-BR
1 Syracuse University	ATOA-ANY-SU
2 Temple University	ATOA-BPA-TU
5 The Citadel	ATOA-ESC-TC
4 The Johns Hopkins University	ATOA-DMD-JH
6 University of Central Florida	ATOA-FFL-UC
1 University of Connecticut	ATOA-ACT-UC
4 University of Delaware	ATOA-DDE-UD
6 University of Florida	ATOA-FFL-UF
6 University of Georgia	ATOA-FGA-UG
1 University of Maine	ATOA-AME-UM
1 University of Massachusetts	ATOA-AMA-UM
1 University of New Hampshire	ATOA-ANH-WC
5 University of North Carolina at Chapel Hill	ATOA-ENC-CH

<u>ORGANIZATION</u>	<u>OFFICE SYMBOL</u>
5 University of North Carolina at Charlotte	ATOA-ENC-UC
2 University of Pittsburgh	ATOA-BPA-PT
6 University of Puerto Rico - Mayaguez	ATOA-FPR-PM
6 University of Puerto Rico - Rio Piedras	ATOA-FPR-UP
1 University of Rhode Island	ATOA-ARI-UR
4 University of Richmond	ATOA-DVA-UR
2 University of Scranton	ATOA-BPA-US
5 University of South Carolina	ATOA-ESC-SC
6 University of South Florida	ATOA-FFL-SF
6 University of Tampa	ATOA-FFL-UT
1 University of Vermont	ATOA-AVT-UV
4 University of Virginia	ATOA-DVA-UV
2 Valley Forge Military College	ATOA-BPA-VF
4 Virginia Military Institute	ATOA-DVA-VM
4 Virginia State University	ATOA-DVA-VS
4 Virginia Tech (VPI)	ATOA-DVA-VP
5 Wake Forest University	ATOA-ENC-WF
4 West Virginia State College	ATOA-DWV-WS
4 West Virginia University	ATOA-DWV-WU
4 Western Maryland College	ATOA-DMD-WM
2 Widener University	ATOA-BPA-WU
5 Wofford College	ATOA-ESC-WC
1 Worcester Polytechnic Institute	ATOA-AMA-WP